

Pre-Exercise Job Aid

Be sure you receive the following items and information either in your evaluator packet or at the pre-exercise meeting(s):

Assignment and Preparation Materials

- ☐ Your assignment (Site, Evaluation Areas, Sub-elements, Criteria)
- ☐ Pre-Exercise Evaluator Preparation Guide for your assigned criteria
- ☐ Response plan and implementing procedures relevant to your assignment
- ☐ Extent of Play
- ☐ Prior issues
- ☐ Any change pages to the evaluator packet
- ☐ Answers to any questions you have about the Extent of Play (should be asked while State, country, and utility representatives are present at the pre-exercise meeting, if appropriate):
 - ☐ ▪ Do you understand the extent of your assignment?
 - ☐ ▪ Do you understand the Extent of Play requirements and demonstration issues?

Scenario Information

- ☐ Scenario description
- ☐ Approximate Emergency Classification Level (ECL) times per the scenario

Policy

- ☐ Regional or exercise policy and expectations on:
 - ☐ ▪ Immediate correction of potential issues during exercise play.
 - ☐ ▪ Re-demonstration
 - ☐ ▪ Preliminary direct feedback to exercise participants
 - ☐ ▪ Narratives and issues

Evaluation Logistics

- ☐ List of evaluators and their assigned criteria
- ☐ Location of evaluation site
- ☐ Schedule of activities, including:
 - ☐ ▪ Time to be at the evaluation location
 - ☐ ▪ Initiation of exercise activities
 - ☐ ▪ Termination of exercise activities
 - ☐ ▪ Post-exercise meetings
- ☐ Method to be used for reporting time (e.g., 24-hour clock)
- ☐ Synchronization of watches
- ☐ Contact number(s) for emergencies, media inquiries, significant exercise issues, etc.—usually the Regional Assistance Committee (RAC) Chair or designee).
- ☐ Responsibilities for gathering player-produced documents (logs, sign-in rosters, etc.)
- ☐ Review process
- ☐ Deadlines for work products

Other

- ☐ Appropriate attire and identification
- ☐ Answers to any other questions you need to have clarified